

### **REHABILITATION CONSTRUCTION SPECIALIST**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in monitoring and inspecting the rehabilitation of residential construction and other structures for demolition.

#### **EXAMPLES OF DUTIES:**

1. Interviews property owners, explaining the rehabilitation program to them and advising them of options.
2. Inspects structures and explains building/electrical/mechanical/plumbing code violations.
3. Compiles work item list and establishes/ maintains detailed records on rehabilitation costs.
4. Prepares and sends out bids or coordinates with Purchasing to send out bids.
5. Completes contract packages.
6. Attends loan closings, securing necessary signatures.
7. Conducts Pre-Construction Conference establishing work protocols and effective communication procedures.
8. Generates payment requests and assures appropriate lien waivers are collected.
9. Oversees work in progress, keeps detailed chronological sheets, makes changes in work orders as needed, makes random on-site inspections of work being done.
10. Makes final inspection before closing the job, and ascertains that Building Department made final approval of work completed.
11. Assures Lead-Safe practices applied in construction projects where Presumed Lead conditions exist.
12. Establishes and maintains good working relationships with property owners, contractors, governmental building officials and others; works with zoning, building, public works, health, and water departments as needed.
13. Conducts lead-based paint visual clearance inspections of projects prior to close-out.
14. Coordinates demolition on abandoned structures assigned to the Community Development Department.
15. Assists in preparation of procedure manuals.
16. Participates in program development activities.

Reports to: Property Improvement Program Manager  
Grade: 14

FLSA: Non-Exempt  
Group: AFSCME 1058 B

17. Conducts neighborhood/structural condition surveys and neighborhood planning program development/implementation
18. Observes basic safety practices.
19. Performs related work as required

**KNOWLEDGE AND SKILLS:**

Knowledge of the construction business; material costs and specifications; of housing, building and health codes, rules and regulations; of minimum housing standards; and of public relations.

Working skill in inspecting and evaluating properties; in reading and interpreting rules, codes, laws and regulations; in preparing and administering bids; in over-seeing construction work; in communicating clearly and effectively, both orally and in writing in processing forms accurately; and in dealing with the general public.

**TRAINING AND EXPERIENCE:**

One (1) year of supervisory and/or administrative experience in the construction business; or, any equivalent combination of training and experience.

**WORKING CONDITIONS & PHYSICAL DEMANDS**

Work involves frequent walking, standing, and driving; some lifting and carrying of objects of moderate weight (12 – 20 pounds) The majority of the work is conducted outside and may involve regular exposure to adverse conditions and exposure to the rough and uneven terrain found on construction sites. Some duties are performed in an office setting.

**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Illinois Driver's License at time of hire.

Possession of or ability to obtain Lead Inspector License within first six months.

Ability to work well with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.